



# Student Handbook

## 2019-2020

## TABLE OF CONTENTS

PREFACE.....	4
A MESSAGE TO THE STUDENTS.....	5-6
BRIEF HISTORY OF SC STATE.....	7
FACTS ABOUT SC STATE AND MISSION.....	8-9
<b>THE DIVISION OF STUDENT AFFAIRS.....</b>	<b>10</b>
CAREER DEVELOPMENT.....	10
COUNSELING SERVICES.....	10
OFFICE OF JUDICIAL AFFAIRS.....	11
OFFICE OF STUDENT DISABILITY SERVICES.....	11
HEALTH SERVICES.....	12
MANDATORY STUDENT SICKNESS AND ACCIDENT INSURANCE.....	12
STUDENT LIFE AND LEADERSHIP.....	13
KW GREEN STUDENT CENTER.....	13
INTRAMURAL SPORTS.....	14
RESIDENTIAL LIFE AND HOUSING.....	15
<b>UNIVERSITY POLICE.....</b>	<b>16</b>
GUIDELINES FOR STUDENT SAFETY AND SECURITY.....	16
EVENING SAFETY STANDARDS.....	16
PROTECT YOUR PROPERTY.....	16
SAFETY TIPS.....	17
VEHICLE REGISTRATION AND PARKING.....	17
PARKING ZONES.....	17
MOTORCYCLES.....	17
AFTER HOURS STUDENT PARKING.....	18
FACULTY/STAFF PARKING.....	18
TOWING/IMPOUNDING.....	18
VISITORS PARKING.....	18
TRAFFIC REGULATIONS SPEED LIMIT.....	18
VIOLATIONS, PENALTIES, FINES, AND APPEALS.....	19
<b>TRADITIONS, CUSTOMS, &amp; PRACTICES.....</b>	<b>20</b>
UNIVERSITY 101.....	20
UNIVERSITY FALL CONVOCATION.....	20
FOUNDERS' DAY.....	20
COMMENCEMENT CONVOCATION.....	20
<b>STUDENT ORGANIZATIONS.....</b>	<b>21</b>
ADVISORS TO STUDENT ORGANIZATIONS.....	21
ANNUAL REGISTRATION OF STUDENT ORGANIZATIONS.....	21

ANNUAL REPORT.....	22
ANNUAL REGISTRATION FORM.....	22
MEMBERSHIP ROSTER.....	22
OFFICERS ACADEMIC/FINANCIAL CLEARANCE FORM.....	22
REQUEST FOR WAIVER (AS APPLICABLE).....	22
CHARTERING STUDENT ORGANIZATIONS.....	23
REQUIREMENTS FOR SEEKING A CHARTER.....	23
STEPS TO CHARTERING.....	23
PAN-HELLENIC COUNCIL.....	24
ADVISORS.....	24
MEMBERSHIP INTAKE.....	24
PROCEDURES AND GUIDELINES.....	24
MEMBERSHIP INTAKE FOR NATIONAL PAN-HELLENIC ORGANIZATIONS.....	26
EVENT POSTINGS.....	28
GUIDELINES FOR POSTING.....	28
DISTINGUISHED GUEST SPEAKERS.....	28
PROCEDURES FOR INVITING DISTINGUISHED GUESTS.....	29
FACILITY USAGE REQUESTS.....	29
FUNDRAISERS.....	30
TRAVEL.....	30
 <b>INTERCOLLEGIATE ATHLETICS.....</b>	 <b>31</b>
 <b>BULLDOG .ONE CARD.....</b>	 <b>31</b>
 <b>DINING SERVICES.....</b>	 <b>31</b>
 <b>CATERING SERVICES.....</b>	 <b>32</b>
 <b>WSSB-FM RADIO STATION.....</b>	 <b>32</b>
 <b>SC STATE BOOKSTORE.....</b>	 <b>32</b>
 <b>STUDENT RIGHTS &amp; RESPONSIBILITIES.....</b>	 <b>33</b>
 <b>THE STATEITE CREED.....</b>	 <b>34</b>

## **PREFACE**

The Division of Student Affairs is pleased to provide you with this newly revised Student Handbook. This publication contains information for you, the student, relative to procedures, customs, and traditions of the University.

This handbook contains information to assist you in understanding the University's expectations and to provide information regarding various services designed to help you achieve academic and personal success.

Updates will be made to meet the changing needs of the University and its diverse student body. You will be notified of any updates via your SCSU email address and will be expected to adjust accordingly. As a responsible student in the Bulldog Community, you are encouraged to become familiar with the information contained within this handbook and to conduct yourself in a manner which upholds the rich legacy and ideals of our beloved South Carolina State University.



# South Carolina State University

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300 COLLEGE STREET, NORTHEAST  
ORANGEBURG, SOUTH CAROLINA 29117-0001  
(803) 536-7013

OFFICE OF THE PRESIDENT

FAX: (803) 533-3622

Dear Students:

Welcome, and thank you for choosing South Carolina State University, a premier educational institution that provides a myriad of opportunities that will prepare you for success. At SC State, we embrace our history of access and opportunity as we promote our evolution as an institution steeped in educational advancement through relevant programs and experiences. SC State encompasses education, research, innovation, and entrepreneurship. Our desire is to develop students by applying learning through “real world” experiences.

The purpose of this Student Handbook is to serve as a tool to assist you with navigating the University’s processes. *As a student, it is imperative that you read and understand the information contained herein.*

Adhering to the enclosed policies and procedures can ensure a smooth process from orientation to graduation and save you unnecessary issues. Student conduct at SC State is very important. It is my expectation that you will raise issues of concern early and often. In essence, do not wait until the problem or issue is exacerbated, but ask for help along the way. As young adults and college students, we have high expectations of you, and we know that you will live up to the SC State standard of excellence.

Our faculty and staff are here to provide you with the support you need to maintain success. Again, we appreciate you for selecting SC State to prepare you for the world that awaits you. We stand ready to assist you in any way we can. And, thank you for making the *right* choice, the SC State choice!

Sincerely,

James E. Clark  
President

Greetings Bulldogs,

On behalf of the Division of Student Affairs, we are pleased and excited to welcome you to South Carolina State University! You have made an excellent choice to attend South Carolina State and are on your way to a great collegiate experience full of educational opportunity and personal growth.

First and foremost, students' well-being is our highest priority and it is our desire to assist in helping you realize your goals and aspirations. Because students are at the heart of what we do, we pride ourselves in creating a welcoming and inclusive campus community and encourage you to take advantage of the many programs and resources available. From social activities, to health care; from leadership opportunities to career fairs, we are committed to promoting a student-centered campus environment that embraces academic excellence, while fostering the social, professional, psychological and personal development of the "whole" student.

As you embark on your academic and social activities for the upcoming school year, I encourage you to take advantage of the various programs, services and activities that complement the student experience as outlined in this publication. Moreover, I implore you to become familiar with and abide by the policies and procedures that govern this great institution and live the legacy that you would like to leave for future Bulldogs.

The Student Affairs staff and I look forward to working with you throughout this school year and others to follow. Best wishes for a successful year.

Sincerely,



Tamara Jeffries-Jackson, Ph.D.  
Vice President for Student Affairs

## BRIEF HISTORY OF SC STATE

Founded in 1896 as the state's sole public college for black youth, SOUTH CAROLINA STATE UNIVERSITY has played a key role in the education of African-Americans in the state and nation. As a land-grant institution, it struggled to provide agricultural and mechanical training to generations of black youngsters. Through its extension program, it sent farm and home demonstration agents into rural counties to provide knowledge and information to impoverished black farm families.



The University has educated scores of teachers for the public schools. It provided education in sciences, literature, and history. The support of the Rosenwald Fund and the General Education Board helped the institution survive the Depression. After World War II, the state legislature created a graduate program and a law school at SOUTH CAROLINA STATE UNIVERSITY to prevent black students from enrolling in the University of South Carolina's graduate and legal education programs. The legislature also dramatically increased funding at the college in an effort to make "separate but equal" a reality in higher education in South Carolina. During the 1950s and 1960s hundreds of S.C. STATE students participated in local civil rights demonstrations and were arrested. In 1968 three young men were slain and 27 wounded on the campus by state highway patrolmen in the Orangeburg Massacre.

Since 1966, S.C. STATE has been open to white students and faculty, but it has largely retained its mission and character as an historically black institution. In 1971, the agricultural program was terminated and the college farm was transformed into a community recreation center consisting of a golf course as well as soccer and baseball fields. Today there are nearly 5000 students majoring in a wide range of programs

that include agribusiness, accounting, art, English, and drama as well as fashion merchandising, physics, psychology, and political science

## FACTS ABOUT SC STATE

Date Established: 1896  
Type of Institution: 4-year Public Institution  
Colors: Garnet and Blue  
Mascot: Bulldog

### Mission

South Carolina State University (SC State) is a historically Black public 1890 land-grant senior comprehensive institution. Located in Orangeburg, South Carolina, SC State University is committed to providing affordable and accessible quality baccalaureate programs in the areas of business, applied professional sciences, mathematics, natural sciences, engineering, engineering technology, education, arts, and humanities. A number of programs are offered at the master's level in teaching, human services and agribusiness, and the educational specialist and doctorate programs are offered in educational administration.

SC State University prepares highly skilled, competent and socially aware graduates to enable them to work and live productively in a dynamic, global society. Through technology and traditional methods of teaching and learning, research and service, the University enhances the quality of life of citizens and contributes to the economic development of the state and nation.

### Academics

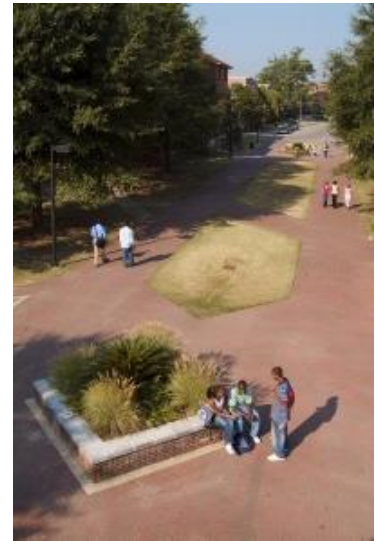
As South Carolina's only public, historically black college and university (HBCU), there are several programs unique to SC State University (SC State).

SC State boasts:

- The only Bachelor of Science program in nuclear engineering in South Carolina and at an HBCU.
- The only Master of Science degree in transportation and the only Master of Business Administration degree with a concentration in agribusiness in South Carolina.
- The only Doctor of Education degree in the state with a concentration in educational administration. SC State is ranked third in the nation in graduating minorities with the doctor of education degree.
- A Bachelor of Science degree in physics with an option or concentration in Medical Physics. Graduates of this program are prepared to enter employment in the field or go on to graduate school.
- A Top 10 ranking for most enrolled ROTC cadets (No. 1 HBCU) and No. 1 ranking in social mobility for three years (2006, 2007, and 2009) from *Washington Monthly*.
- The only HBCU to be ranked as an over performing College in the U.S. and No 5. Among national public HBCU's by *U.S. News and World Report*.
- SC State's Beta Gamma Sigma chapter was named an *Exemplary Chapter* International Honor Society in fall 2012.
- Identified as the exclusive HBCU for research in the state of South Carolina by Forbes Magazine.

### Programs and Outreach

- SC State University is the only university in South Carolina participating in President Barack Obama's USAID program to provide textbooks and other learning materials to schools in Africa (Zanzibar, Tanzania);
- Founded in 1947, SC State's ROTC "Bulldog Battalion" averages approximately 100 cadets and is one of the largest producers of minority officers for the Army.





- The 1890 Research and Extension Program offers a variety of services to rural and urban limited resource families.

#### **Facilities**

- SC State consists of approximately 107 buildings on 160 acres of land on its main campus in Orangeburg, and an additional 267 acres at Camp Harry E. Daniels in Elloree, S.C.
- The new Engineering and Computer Science Complex opens in early 2013. The 24.5 million, 86,500-square-foot complex will feature innovative classrooms, research centers, laboratories, offices and other academic support spaces.
- The James E. Clyburn Center conducts research and trains skilled workers, especially minority workers, in the transportation industry.
- SC State has the only undergraduate environmental science field station in the nation.
- SC State is the only HBCU in the country with an interdisciplinary art museum and planetarium in one facility, the I.P. Stanback Museum and Planetarium.
- The Leroy Davis Sr. Science and Research Complex, an extension of Hodge Hall, is a recently constructed state-of-the-art facility housing the Department of Biology and Physical Sciences. The Leroy Davis, Dr. Science and Research Complex opened in January 2011.



#### **SC State Alumni includes:**

- Approximately 30,000 alumni, with more than 18,500 residing in South Carolina.
- Fifteen college presidents
- The Honorable James E. Clyburn, '61, Assistant Democrat Leader
- General Clifford Stanley, '69, was appointed as Under Secretary of Defense for Personnel and Readiness
- Major General Abraham J. Turner, '76, commanded the nation's largest initial entry training post (Fort Jackson).
- Brigadier General Stephen Twitty, '84, was awarded the Silver Star Medal, the nation's third highest award for valor during Operation Iraqi Freedom.
- More than 2035 minority officers in the U.S. Army and 16 General Officers.
- The Honorable Matthew Perry, Jr., '48, Senior U.S. District Judge
- The Honorable Ernest Finney, Jr., '54, former S.C. Supreme Court Chief Justice
- The Honorable Donald Beatty, '74, third African-American Supreme Court Judge in S.C.
- Coach Willie Jefferies, '60, was inducted into the 2010 College Football Hall of Fame
- One hundred and nineteen athletes who have entered the ranks of professional sports.
- Harry Carson, '75, David "Deacon" Jones, '58 and Marion Motley, '39 were inducted into the Pro Football Hall of Fame
- John Gilliam, '67, was the first player from SC State University drafted by the NFL.



#### **Athletics**

- The SC State Bulldog Athletic program offers six men's sports and six women's sports as a member of the Division I Mid-Eastern Athletic Conference (MEAC).
- The SC State Bulldog football team has won or shared five MEAC titles ('04, '08, '09, '10, '13).
- The Bulldog men's and women's tennis teams have won a combined 20 championships in the last 12 seasons under two-time USTA Coach of the Year Hardeep Judge.

# **THE DIVISION OF STUDENT AFFAIRS**

## **THE DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs' mission is to create a community of learning that facilitates growth and discovery while fostering students' holistic development. This is accomplished by offering quality programs, activities, and resources that enrich the overall student experience and promote civic and global responsibility through leadership and service. Programs, services, and activities are provided via the following departments critical to the student experience.

### **CAREER DEVELOPMENT**

The Career Center, located in Belcher Hall (2<sup>nd</sup> Floor- Suite 250), provides services to facilitate a smooth transition from student to graduate. The career center provides career counseling, employer-recruiting activities (Career Day Extravaganza, Career Expo, Educators' Day, and Information Sessions), graduate and professional school information, and internship-cooperative education programs. The Career Center also provides group and online services to students, alumni, and stakeholders.

The Career Center is committed to helping students and alumni develop career and life-planning skills, acquire job experience, master job search strategies, and identify rewarding employment opportunities. The Career Center facilitates mutually beneficial relationships among employers, faculty, staff, students and alumni in order to meet the dynamic needs of today's workplace. As an invested partner with faculty and staff, the Career Center focuses on the total development of each student. Its goal is to provide services which enable a smooth transition from studying students to graduates with working careers. The services offered are designed to guide the career planning process of students throughout the undergraduate years and beyond.

The Career Center engages students at crossroads of academic learning and professional life and equips them with skills and resources for life-long career management while accentuating confidence, self-reliance, and professionalism. We strive to provide students a comprehensive set of programs and services that enables them to research career fields and prepare for virtually the entire spectrum of career opportunities. For more information regarding the services offered by the Career Center, call (803) 536-7033, or visit: <http://www.scsu.edu/currentstudents/careercenter.aspx>.

### **COUNSELING SERVICES**

The Counseling and Self-Development Center's aim is to address the counseling and developmental needs of SC State students. The mission of the Counseling and Self-Development Center is to provide quality mental health services that assist students with defining and accomplishing their personal goals while coping with stressors which may arise during the course of their matriculation. The Center is located on campus (behind Davis Hall).

The Counseling and Self-Development Center maintains confidentiality of all protected student health information in accordance with APA ethical standards and IACS accreditation standards of practice, subject to applicable law(s).

The Counseling and Self-Development Center's hours of center operation are Monday through Friday from 8:30 a.m. – 5:00 p.m. To schedule an appointment, contact the center at (803) 536-7245. In the event of an after-hours or weekend crisis or emergency, please contact University Police at (803) 536-7188 or dial

911. For clinical emergencies, contact the Regional Medical Center at 3000 St. Matthews Road in Orangeburg at (803) 395-2200 or the Family Health Center Urgent Care Facility at (803) 531-8960 for immediate assistance or intervention.

In addition to general counseling services for college adjustment issues, mental health services are also available to students in the following modalities:

- Individual counseling to address issues such as personal goal attainment, interpersonal relationship building, social adjustment, time management, etc.
- Group counseling to foster problem-solving through shared experiences and learning from others
- Substance education counseling for students seeking assistance of their own volition, as well as those referred for judicial infractions
- Campus and community outreach programs on topics relevant to student growth and development as they matriculate (e.g., stress management, suicide prevention, alcohol and drug education, etc.)
- Psychiatric services are available to students presenting concerns that warrant clinical intervention through the Orangeburg Area Mental Health Center during walk-in hours on Monday through Thursday from 9:00 a.m. until 2:30 p.m. There, evaluations for the prescription of psychotropic medications, as well as monitoring of the effects of these prescribed medications, are provided to students in need of this service.
- Referral services are available to students requiring long-term clinical concerns.

## **OFFICE OF JUDICIAL AFFAIRS**

The Office of Judicial Affairs (OJA) is charged with oversight of the student conduct violation process. The mission of OJA is to foster students' learning and development that reflects enforcement of standards of conduct in an educational environment. OJA also administers the SC State University Student Code of Conduct through determining and issuing sanctions. OJA's responsibilities include adjudication of general conduct complaints, coordination of mediation referrals, and administrative support to the Division of Student Affairs general conduct cases. Additionally, OJA supports student engagement and involvement through the administration of referrals to the Counseling and Self Development Center, Brooks Health Center, and Student Support Service. Depending upon the nature of the conduct violation, OJA may also refer cases to the University's Police Department for a separate and legal investigative process, which may result in additional disciplinary outcomes through the criminal justice system.

## **OFFICE OF STUDENT DISABILITY SERVICES**

Students with disabilities are an important part of the student body. Providing equal opportunities for students with disabilities is a campus-wide responsibility and commitment. In accordance with ADA laws and requirements, the University provides support services for students with disabilities through the Office of Student Disability Services. University policies, as well as the law, require the provision of accommodations to students requesting assistance based on Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The Act prohibits discrimination for participation in programs or benefits against any qualified individual with a disability solely because of the disability.

To be eligible for services, students must provide recent documentation of a disability from an appropriate and qualified professional. Examples of documentation of disability issues include Individualized Education Plans, psychological reports, medical evaluations, and psychiatric referrals.

Requests should be made to the Office of Student Disability Services, which is housed within the Counseling and Self-Development Center. Among the services provided are counseling, advocacy,

classroom and campus accommodations, and, when necessary, referral services. Requests for additional information may be obtained by calling (803) 536-7245 or by visiting the office, located in the Counseling and Self-Development Center located behind Davis Hall.

## **HEALTH SERVICES**

The University operates a student health center which provides outpatient services for students. A member of the American College Health Association (ACHA), the mission of the Brooks Health Center is to contribute to the holistic educational experience of students at SC State by ensuring access to quality, affordable, episodic, preventive health care and the promotion of a healthy lifestyle behavior and fitness and wellness.

The program seeks to combine several approaches: health education, health promotion, preventive health care, treatment of acute illness/injury; and the coordination of health services for students with long-term chronic health conditions or special needs. A nominal fee for certain services (immunizations, diagnostic laboratory services, etc.) may be required and is payable at the Cashier's Office. Brooks Health Center does not bill insurance companies, however, documentation will be provided for students to pursue reimbursement from their insurance company.

Brooks Health Center is located behind Davis Hall (Desaussure Court), with open hours 8:30 am-5:00 pm, Monday-Friday. Students are strongly encouraged to schedule an appointment; however, walk-ins will be seen on a "first come, first served" basis. The staff may be reached at (803) 536-7053/(803) 536-7055. For consultation after hours, please contact campus police at (803) 536-7188 and for emergency contact 911 for transport to the Regional Medical Center (RMC).

### **After Hours and Weekends**

Students residing in on-campus housing should contact Residence Life staff to assist with health concerns. For emergency medical health issues, contact Campus Police at (803) 536-7188 and/or Emergency Medical Services (EMS) at 911. For non-emergent health issues, you should go to Doctor's Care, Urgent Care, or RMC.

### **Confidential Policy**

Students' medical records and health information are protected by federal and state laws with limited exceptions allowed by law. The release of health information will be governed within the guidelines of FERPA (Family Education Rights & Privacy Act) and HIPAA (Health Insurance Portability & Accountability Act) laws, as well as other applicable laws and regulations.

### **Required Immunizations**

MMR (Measles, Mumps, Rubella) [two doses required for students born in 1957 or later]

Meningitis Vaccine [two doses required, second dose (booster) if first dose was given before the 16<sup>th</sup> birthday]

The following immunizations are **STRONGLY RECOMMENDED** by the American College Health Association [ACHA] and the Academy of Pediatrics Immunization Council [ACIP].

1. Tetanus [Adacel, Tdap] within the last 10 years
2. Hepatitis B Series (3 doses or 2 adult doses)
3. Tuberculin skin test (TB/PPD) within 12 months prior to the beginning of classes
4. Varicella (Chickenpox: disease or immunization)
5. Gardasil – cervical cancer vaccine (three doses for females between the ages of 11-26)

The student health center is supported by student fees, therefore undergraduate and graduate students who have paid health service fees are eligible for health services. Part-time students may be served and billed at the established fee/rate.

## **MANDATORY STUDENT SICKNESS AND ACCIDENT INSURANCE**

It is mandatory that all students (undergraduate and graduate) taking six (6) or more credit hours have health and accident insurance. Students with equal or comparable health and accident insurance through their parent/guardian, employer, or spouse may waive out of the insurance offered by the University upon showing proof of such coverage. Moreover, all students should have their insurance company and policy information and number(s) readily available for emergency situations. If there is a need for supplemental insurance coverage, a comprehensive health and dental insurance program is available for South Carolina State University students. For additional information, please contact Brooks Health Center or visit the website at [www.studentinsurance.com](http://www.studentinsurance.com).

## **STUDENT LIFE AND LEADERSHIP**

The Office of Student Life and Leadership seeks to complement the academic program of studies, promote a sense of community, and enhance the collegiate experience of students through the coordination of social, cultural, intellectual, recreational, spiritual, and governance programs.

This Office oversees such program areas as Leadership Training, Student Organizations, Student Government Association, Campus Activities Board, Greek Life, Religious Life, and the Kirkland W. Green Student Center.

Planning, implementation, and leadership assistance is provided for the Student Government Association (SGA), Campus Activities Board (CAB), Miss SCSU & Court, Greek Life, Religious Life, Community and Student Service Learning, Homecoming, Welcome Week, and Bulldog Fest.

Other responsibilities include the coordination of leadership retreats, guest speakers, concerts, step shows, and recreational activities.

## **KW GREEN STUDENT CENTER**

Kirkland W. Green Student Center is the hub of campus life. The programs and services of the Student Center are designed to foster a sense of community among all members of the university family – students, faculty, staff, alumni, and guests. The Student Center houses the Offices of the Vice President for Student Affairs, Student Life and Leadership, Student Government Association, and Campus Activities Board.

For recreational and leisure activities, the Student Center features a six-lane bowling alley and a game room with table tennis, billiards, and video and board games. The multi-purpose room includes a large screen smart television for movie viewing and group meetings. This facility also provides accommodations for banquets, luncheons, and other activities in the spacious Bulldog Lounge, the Garnet and Blue Room, and three small conference rooms. Food services are located in “The Pitt” and offers a variety of delicious foods in a popular meeting place for students.

The Student Center is open to all SC State’s students, faculty, staff, alumni, and their respective guests. It is expected that all groups and individuals using the Student Center will abide by Student Center guidelines and University policies and conduct themselves in a manner befitting of members of a university community. Those who mistreat the facilities or whose conduct is disruptive to the normal operation of the

Center will be asked to leave the building and/or campus. Continued violations may result in the permanent loss of Student Center privileges.

**Examples of prohibited conduct are described below:**

1. Smoking and/or vaping is not permitted in the Student Center.
2. No gambling of any nature is allowed in the Student Center.
3. Animals are not permitted in the Student Center, with the exception of service animals and/or those assisting visually or physically impaired individuals.
4. Skates and skateboards are not allowed in the Student Center.
5. Motorized vehicles are not allowed in the Student Center, with the exception of those being used by the physically impaired.
6. Bicycles and hover boards are not allowed in the Student Center.
7. Appropriate clothing, including shirts and shoes, must be worn at all times in the Student Center.
8. Alcoholic beverages are not permitted in the Student Center.
9. Vendors are not permitted in the Student Center unless prior written approval has been granted by the Vice President for Student Affairs.
10. Children (non-students under the age of 16) must be accompanied by an adult/student when visiting the Student Center.
11. Basketballs, footballs, tennis balls, etc. are not allowed to be thrown or bounced in the Student Center.
12. Candles or other open flames may not be used in the Student Center without prior written approval of the Vice President for Student Affairs.
13. Dances are not permitted in the Student Center without prior approval.
14. Playing cards and other board/table games are allowed only in the game room unless prior approval has been granted for another area within the Student Center.
15. Student conduct rules, local ordinances, and state and federal laws also apply to the Student Center.
16. Hair braiding and/or the performance of other hair styling services are prohibited in the Student Center, unless offered by the University's Beauty Shop.

## **INTRAMURAL SPORTS**

Intramural Sports' mission is to provide activities and programs that enhance wellness, fitness, and healthy lifestyles of students, faculty, and staff of SC State.

The Intramural Sports Program is one of the largest co-curricular activity programs that complement the formal academic curriculum. It offers extensive opportunities to currently enrolled SC State students, faculty, and staff to engage in competitive and structured activities each year. Participation in the program is voluntary and determined solely by interest. Participation can provide one with opportunities to have fun, learn new sports, meet people from other cultures, test one's physical ability, as well as offer a break from the academic routine. Team sports generally take on a league structure and a post-season tournament to determine champions. Special events range from one-day to several-day tournaments. In most cases, skill levels and divisions are established to allow competition for men's, women's and co-educational teams. Varsity sports athletes may not participate in the intramural sport that coincides with his/her varsity sport (i.e. football players – flag football; basketball players – basketball; softball players – softball, etc.)

The Intramural/Recreational Gym (Dukes Gymnasium) contains the Intramural Office, basketball/volleyball court, a small weight room facility, with outdoor courts located next to Mitchell Hall for free play. For further information, please call (803) 536-7247 or visit the Intramural Sports website at: <http://www.scsu.edu/studentaffairs/intramurals.aspx>.



## **RESIDENTIAL LIFE & HOUSING**

It is the mission of Residence Life and Housing office to cultivate a living and learning community that is conducive to a student's holistic development while advocating integrity and academic achievement. The Department of Residence Life and Housing is responsible for promoting positive community standards and responding to violations of policies published in the Student Code of Conduct and University Housing Policies and Standards (Bulldog Guide to Living and Learning). Students are advised to review all University and residence life policies and guidelines to understand behavioral expectations while in or on the premises of University residence halls. Students who violate such terms may be subject to disciplinary action through the University's judicial process and/or relevant law enforcement proceedings. Depending upon the nature of the violation, the resident may be removed from campus housing.

Regulations may be amended or modified in the best interest and protection of the campus community. Residents will be advised promptly of such amendments and/or modifications through normal channels of communication. To view more residence life information and policies visit:

<http://www.scsu.edu/studentaffairs/residencelifeandhousing.aspx>.

# **UNIVERSITY POLICE**

## **GUIDELINES FOR STUDENT SAFETY AND SECURITY**

The University Police Department's principal responsibilities are protecting life and property, crime prevention, and traffic control at SC State. Officers are available to assist students 24 hours a day, seven days a week. Security requests for events or student activities at the University must be submitted at least two weeks prior to the event.

The University Police Department is located on Goff Avenue. For assistance or more information, call the following numbers:

Campus Police..... (803) 536-7188 or (803) 516-4111

Chief of Police..... (803) 533-3740 or (803) 536-7069

For emergencies, please dial 911.

## **EVENING SAFETY STANDARDS**

The purpose of the Evening Safety Standards is to ensure the safety and security of our students, faculty, and staff as well as our campus community by taking proactive measures.

The goals of the Evening Safety Standards are to revitalize and uphold the firm standard of respect and integrity in the SC State Community. If at any time, the Evening Safety Standards is dishonored, disciplinary actions will be imposed. The fundamentals of the standards are as follows:

- Use of the basketball court after 11PM is prohibited. The basketball court will be locked by campus police at 11PM.
  - After-hour violations: Students will be issued a trespass notice from the basketball court and charged through the student judicial process; non-students will be issued a trespass notice, and a warrant may be issued if the trespass notice is violated.
- Residents and guests must not loiter.
  - No loitering in the breezeways, halls, or lobbies. Residence Life staff will assist with clearing breezeways; residential security officers (RSO) and University Police will clear parking lots.
- Residence Life and Housing staff will be posted in all residential halls from 11:30PM – 2:30AM to monitor the lobby. RSOs will conduct building security checks.

The University has implemented Evening Safety Standards, surveillance cameras, enhanced patrol techniques, and other safety measures to continue to make this campus safe. Further steps include awareness on the part of all students, faculty, staff, and visitors.

## **PROTECT YOUR PROPERTY**

- Lock your room door whenever you leave - even if you are going to be “right back.”
- Keep your purse/wallet in a locked desk or cabinet.
- When leaving a classroom, your table in a library, or your seat in the cafeteria - even if going away “for a minute” - take your purse/wallet with you.
- Don't assume that leaving your books unattended will mean that they will be there when you get back; books are high-theft items as well.
- Don't bring large sums of money or valuables on campus.



- Purchase the student theft insurance (red and white brochures available in residence life and housing).

## **SAFETY TIPS**

1. BE AWARE! Know your surroundings.
2. LOOK AROUND! Avoid dark areas where you don't see many people.
3. Don't walk alone. Go with friends.
4. Tell someone where you are going and who you are going with.
5. Be aware that men and women may interpret nonverbal behavior differently than you do.
6. Stay aware! Don't let your guard down.
7. Communicate clearly, loud enough for others to hear if you are afraid.
8. DON'T TALK TO STRANGERS! Call SC STATE Police for an on-campus escort after dark.
9. Review the Tips website <http://police.scsu.edu/crime-prevention-tips/>.
10. Call SC State Police at (803) 516-4111 in case of emergencies.

## **VEHICLE REGISTRATION AND PARKING**

SC State assumes no responsibility for the care and/or protection of any vehicle or its contents while it is parked on Campus. Valuables should not be left in parked vehicles at any time, and vehicles should be locked when not in use. Thefts or damages that occur on campus should be reported to the University Police Department for investigation.

A parked vehicle is one that is standing, whether occupied or unoccupied. Parking is prohibited at fire hydrants, in fire lanes, driveways, alleyways, sidewalks, walkways, or grass lawns. Curb cuts, service drives, or trash pickup areas may not be blocked at any time.

Any student transporting personal belongings in a motor vehicle during registration or final examination periods, may only load or unload personal belongings for 20 minutes at his/her resident hall, and may park the vehicle in his/her residence hall parking lot. If the vehicle remains unregistered with the University, it must be removed from SC STATE property before midnight of the last day of registration.

## **PARKING ZONES**

The University's parking areas are zones that bear the following designation: Student, Faculty Staff, and Reserved. A valid and correctly displayed permanent decal is required.

White lines indicate student parking spaces. Orange lines indicate faculty/staff parking spaces. Yellow or red curbs and lines indicate no parking. Parking is not permitted at curb cuts. Gravel parking is permitted only in clearly defined areas.

## **MOTORCYCLES**

Registered motorcycles and motorbikes must be parked in vehicle spaces only. Such vehicles will be removed and impounded by the University at owner's expense and are subject to all parking rules and regulations applying to four-wheel vehicles.

## **AFTER-HOURS STUDENT PARKING IN FACULTY/STAFF LOTS**

Student parking in Employee (Faculty/Staff) Spaces are allowed between 7:30 p.m. and 7:30 a.m., Monday through Friday and from Friday 7:30 p.m. through Monday 7:30 a.m., provided that the vehicle has a current student decal or permit.

## **TOWING/IMPOUNDING**

Owners of towed/impounded vehicles assume all risks involved and will be required to pay all costs in the removal, and impounding of such vehicle. **ALL RULES AND REGULATIONS REMAIN IN EFFECT DURING BREAK PERIODS AND HOLIDAYS.**

Notes of explanation placed on vehicles will not be honored. No unauthorized person may alter, deface, knock down, or remove official parking or traffic signs, or erect parking signs. Abandoned vehicles, or vehicles that appear to be abandoned, are subject to tow. Storage of vehicles on SC State property is prohibited.

Vehicles will be towed/impounded for the following reasons:

- Has three (3) tickets or fines amounting to \$120.00 or more.
- Is blocking traffic or creating a hazard.
- Belongs to a person whose on-campus parking privileges have been revoked.
- Is parked in a designated tow-away zone.
- Is illegally parked in a handicapped space or curb cut.
- Is illegally parked in a reserved space.
- Is illegally parked in a fire lane, near a fire hydrant, in front of or beside a dumpster, or at a yellow curb.
- Is illegally parked in that it impedes pedestrian or vehicular traffic.
- Is apparently abandoned.
- Is involved in a crime or is potential evidence.
- Would be left unattended due to the arrest of the driver.
- Any and all charges against the vehicle must be satisfied prior to releasing the vehicle.

Wrecker services removing vehicles from the University are entitled to payment by the owner of the vehicle and are not the responsibility of the University.

## **VISITOR PARKING**

Visitors to the campus may be issued temporary parking permits by the Police Department. Organizers of meetings/conferences/workshops/tests on the campus must secure permits for visitors, in advance of that particular activity, from the Department. Call (803) 536-7188 or (803) 533-3907 or fax information to (803) 536-7163.

## **TRAFFIC REGULATIONS**

Unless otherwise posted, the University's speed limit is 15 miles per hour, and 10 miles per hour at pedestrian crossings. All operators of vehicles are expected to operate vehicles in a manner commensurate with road and weather conditions. Pedestrians shall have the right of way at designated crosswalks at all times. City ordinances and state laws apply on city streets, that traverse the Campus, as well as on campus roads and streets.

Campus Police should be notified of the location of disabled vehicles. All reasonable steps should be taken to remove the vehicle from the street or other places where a hazard may be created.

## **PENALTIES, FINES, AND APPEALS**

Penalties and/or fines are payable in person or by mail to the Cashier's Office, located in Crawford Zimmerman Complex. ***(DO NOT SEND CASH THROUGH THE MAIL)***. Delinquent fines not paid or appealed before the close of business of the fifth (5<sup>th</sup>) business day (excluding Saturdays, Sundays, and holidays) after the date issued will be doubled.

Unpaid parking and traffic obligations may result in revoked parking privileges and/or towed vehicles. In addition, students who fail to pay in full their financial obligations to the University before the end of the semester will not be allowed to register for classes or secure a transcript or diploma until the obligation has been cleared.

# **TRADITIONS, CUSTOMS, & PRACTICES**



## **UNIVERSITY 101**

University 101 is a one-semester general education course designed to assist students with transition from their high school experiences to the collegiate environment. The course seeks to aid students with the development of empowerment skills and to become knowledgeable about the University's history, traditions, policies, and procedures. University 101 is required for all new and transfer students with less than 30 semester credit hours.

Upon completion of University 101, students should be able to demonstrate their oral and written competence of the University, personal assessment, fundamental study skills, and personal social development.

## **UNIVERSITY FALL CONVOCATION**

Fall Convocation is a university-wide program designed to welcome and introduce new students to SC State. All students enrolled in University 101 during the fall semester are required to attend Fall Convocation.

## **FOUNDERS' DAY**

The Founders' Day Program is a university-wide program designed to celebrate the 1896 founding of SC State as a land-grant institution. The Founders' Day Program is usually held on a Sunday. All students enrolled in University 101 during the spring semester are required to attend the Founders' Day Program.

## **COMMENCEMENT**

Commencement is held once a year during the month of May.

# **STUDENT ORGANIZATIONS**

## **STUDENT GOVERNMENT ASSOCIATION**

Students are elected to help guide the direction of the University through membership in the Student Government Association (SGA). The SGA is comprised of undergraduate students of SC State. The purpose of the SGA is to develop a cooperative spirit among students; to promote self-development through personal expression, communication and leadership; and to act as an intermediary between the administration and students in matters of general welfare.

The Executive Branch of the Student Government Association consists of the President of the SGA, the other elected executive officers, appointed committee chairpersons, and class presidents.

The Legislative Branch of the Student Government Association is the Student Senate. The membership of the Senate is composed of five student senators elected from each of the four classes and five non-voting representatives. The Vice President of the Student Government Association serves as President Pro Tempore of the Student Senate.

All students are encouraged to become involved in the Student Government Association. For information, visit the Student Government Association Office at K.W. Green Student Center or call (803) 536-7149.

## **ADVISORS TO STUDENT ORGANIZATIONS**

Each student organization is required to maintain an advisor who is a full-time employee of SC State. An organization may have more than one advisor; however, each advisor must sign an Advisor Consent Form during the annual registration process and be approved by the Office of Student Life and Leadership.

At least one (1) advisor must be present at all organization functions, to include meetings that the group is participating in. It is also mandatory that all regularly scheduled meetings are held on campus at an approved location. The advisor's responsibility is to counsel and advise the officers and members of the organization in all matters of management, operations, and programming.

Advisors are generally selected by the members of the organization; however, the Office of Student Life and Leadership will provide assistance to an organization seeking an advisor. Organization advisors are approved by the Vice President for Student Affairs.

## **ANNUAL REGISTRATION OF STUDENT ORGANIZATIONS**

To be recognized officially by the University, all chartered student organizations must complete an annual registration process. Annual registration affords the student organization the privilege to conduct approved fundraisers and to reserve campus facilities for meetings, programs, and activities, as well as any other privileges and recognition given to student organizations as part of the university community, during the course of the year.

The deadline for student organizations to pre-register for the academic year is July 1<sup>st</sup>. Registration must be completed by September 30. An organization's failure to register by that deadline will result in loss of privileges to operate on the university campus.

The registration process includes submission of the following forms/reports:

**\*\*\*NOTE:** A MANDATORY meeting of all student organizations will be held each Fall and Spring Semester. One advisor, two officers, and one member must be present.

## **ANNUAL REPORT**

An evaluative summary of the organization's activities during the previous year.

## **ANNUAL REGISTRATION FORM**

A form providing names, local/campus addresses, email addresses, and telephone numbers of key organizational officials and other pertinent information that will facilitate effective communication with the organization throughout the year. Organizations are expected to update this information as changes occur.

## **MEMBERSHIP ROSTER**

A listing of all active members of the organization for the year. This form should be updated as membership increases/decreases.

**NOTE:** All student organizations must have a minimum of ten (10) members enrolled at the University unless a special waiver is granted. All members must maintain a 2.3 grade point average.

## **OFFICERS ACADEMIC/FINANCIAL CLEARANCE FORM**

All officers of a student organization, except first semester freshmen, must maintain a cumulative 2.5 grade point average and be in good financial and disciplinary standing with the University to maintain the officer position. Student Government Association Officers and Campus Activities Board Officers must maintain a minimum semester and cumulative 3.0 grade point average and be in good financial and disciplinary standing with the University. Pan-Hellenic Council Organization Officers must maintain a 2.7 grade point average.

Members must also maintain the grade point average mandated by their membership organization to become a member and maintain membership with that organization on campus.

The Officers Academic/Financial Clearance Form is a form that students must circulate to obtain signatures from University officials in determining their eligibility to serve as an officer.

## **REQUEST FOR WAIVER FORM**

The Request for Waiver Form is a form to be completed and submitted by organizations that do not meet the minimum membership and/or advisor eligibility requirements. All forms/reports should be completed and submitted to the Office of Student Life and Leadership in K. W. Green Student Center. Student organizations that fail to meet the annual registration deadline must submit a special request for consideration of late registration to the Office of Student Life and Leadership.

## **CHARTERING STUDENT ORGANIZATIONS**

When students wish to organize for a specific purpose or to accomplish certain goals, they are encouraged to seek a charter as a duly recognized student organization of SC State. Chartered organizations are afforded the privilege to be recognized as a part of the official university community; to be listed in the student handbook; to conduct approved fundraisers; and to reserve campus facilities for meetings, programs, and activities.

Prior to seeking a charter, students involved in the proposed organization should consult with the Director of Student Life and Leadership or a designee to discuss the proposed organization's statement of purpose; to determine whether a chartered organization with the same purpose already exists; and, if it is determined that no such organization exists, to discuss the procedures and guidelines for chartering the organization.

Following the consultation, the proposed organization may be issued a letter of temporary approval for the proposed group to reserve space on campus and to organize until the necessary forms to seek a permanent charter have been submitted and approved. The temporary approval is revoked after sixty (60) calendar days from the date of issue.

### **REQUIREMENTS FOR SEEKING AN ORGANIZATION CHARTER**

To seek a permanent charter as a student organization, the proposed group must:

1. Complete and submit a Petition for Charter form.
2. Submit a copy of the proposed organization's constitution and bylaws. The structure of a student organization is decided solely by that organization, provided it abides by the Student Code of Conduct and other university rules and regulations and applicable state and federal laws.
3. Have at least 10 members who are duly enrolled students at SC State at the time the charter is granted with a 2.3 semester and cumulative grade point average (GPA).
4. Submit a completed Advisor Consent Form for each faculty/staff advisor of the proposed organization. The advisor(s) must be full-time employee(s) of SC State at the time the charter is granted.
5. Submit a Registration Form for Student Organizations providing information about meetings and officers.
6. Submit a completed Academic/Financial Clearance Form to determine the grade point average and financial and disciplinary eligibility of the officers of the proposed organization.

### **STEPS TO CHARTERING**

1. All required forms and information should be filed with the Office of Student Life and Leadership no later than November 1 of the fall semester or no later than March 1 of the spring semester. No petitions for charters are accepted during intercessions or summer sessions.
2. The petition (including all submitted information) is reviewed by appropriate staff of the Office of Student Life and Leadership. The Office of Student Life and Leadership may request additional information, clarification, or adjustments to the petition, as appropriate. Recommendation for recognition from the Director of Student Life is required for further action.
3. The Petition for charter and constitution are forwarded to the Student Senate for review. Approval by vote of a senate majority is required to move forward.
4. The Petition and constitution are then forwarded to the Student Government Association President for approval and signature.
5. The Petition and constitution are then forwarded to the Vice President for Student Affairs for final approval and issuance of the charter.

# **PAN-HELLENIC COUNCIL**

## **ADVISORS TO PAN-HELLENIC COUNCIL ORGANIZATIONS**

Each Pan-Hellenic organization is required to obtain at least (2) advisors to work with the undergraduate chapter at SC State. It shall be mandatory that both advisors are members in good standing financially and otherwise with the local Orangeburg chapter. It is preferred, not required, that the primary advisor be a University employee. Should a local chapter not exist, undergraduate chapter executive officers may suffice upon approval of the Director of Student Life and Leadership. It is required that the advisors successfully complete the organization's Advisor Training requirements. A certificate of completion for each advisor must be on file in the Office of Student Life and Leadership.

Each advisor must also sign an Advisor Consent Form during the annual registration process that must be approved by the Office of Student Life and Leadership. At least one (1) advisor must be present at all functions organized and attended by members of the organization. It is also mandatory that all regularly scheduled meetings are held on campus at an approved location.

## **MEMBERSHIP INTAKE**

Pan-Hellenic Council fraternities and sororities are an integral part of campus life at SC State. These organizations contribute significantly to the quality of student life through their missions and founding principles of leadership, team building, community service, and academic excellence.

Since these qualities are also expected in student development, SC State requires these organizations to uphold the high standards of the University and abide by all applicable university policies and regulations governing their behavior.

It is understood that Membership Intake is a vital and ceremonial part of fraternal organizations. In addition, Membership Intake, as developed by each of the respective organizations, is designed to be a valuable educational process that is free from negative, destructive, or violent behavior. It is mandatory that an advisor be present at all meetings. Meetings without an advisor are in violation of the University's policy, and participating student(s) are subject to judicial proceedings.

All students interested in seeking membership in a Pan-Hellenic Organization must participate in an Anti-Hazing Workshop. This meeting announcement will be posted on the activity calendar and SC State Pan-Hellenic Council website. As a part of the eligibility criteria at SC State, students must attend this workshop to be considered for membership in Pan-Hellenic Organizations.

## **PROCEDURES AND GUIDELINES FOR PAN-HELLENIC ORGANIZATIONS**

Membership Intake for Pan-Hellenic Council Organizations at SC State for the Spring Semester of each year will be communicated by the Office of Student Life and Leadership. All activities, dates, and locations up to and including intake, as well as post-intake activities (i.e., education/training, "new member presentations"), must be included in the membership intake package provided to the Office of Student Life and Leadership. All membership intake activities, including, but not limited to, "new member presentations" and education and training, must be listed on the organization's calendar.

No student should engage in a formal or informal interest group, pay fees, or perform any assignments prior to written approval from the Office of Student Life and Leadership.



Any organization requiring special consideration must submit a written request to the Director of Student Life and Leadership.

After an Organization has received written approval to participate in intake, immediately following the recruitment/selection phase, each organization must submit a copy of the Academic/Financial Clearance Form signed by each prospective member. No student should be allowed to proceed in the membership intake process until he/she has been cleared academically, financially, and judicially by the University.

All activities must be scheduled on Facility Usage Forms signed by the chapter president and advisor and approved by the Office of Student Life and Leadership. Activities not included as a part of the Membership Intake calendar will not be approved.

A student must meet the following minimum SC State requirements to be eligible for Membership Intake:

1. Be registered as a full-time student at SC State at the time he/she is being considered for membership intake.
2. Have earned a minimum of 30 credit hours. Transfer students must have completed a minimum of 30 hours at SC State.
3. Have a semester and cumulative grade point average required by the Pan-Hellenic organization of choice regarding membership intake for the semester as well as cumulative and maintain through graduation to remain active.
4. Be free of debt to the University.
5. Be in good disciplinary standing.

No membership intake activities shall be scheduled during official examination periods and/or University recognized holidays. There shall be no membership intake activities from 11pm to 8am or during class hours of 8am-5pm. All membership intake activities shall be conducted on campus. If any membership intake activities are scheduled off campus, special permission must be granted by the Office of Student Life and Leadership prior to the beginning of the activity.

Only active members of the SC State Chapters of the organization (enrolled undergraduate students in good standing) may participate in the Membership Intake process. Active members and/or advisors are expected to report any violations to the Office of Student Life and Leadership and/or University Police.

Members and advisors are expected to adhere to all university policies and applicable laws. Violations should be reported to the Office of Student Life and Leadership and/or University Police immediately.

All current members of student organizations who anticipate a membership intake process or an initiation of new members must attend an Anti-Hazing Workshop sponsored by the Office of Student Life and Leadership prior to the beginning of any programs or activities.

Each organization is required to give each person attending its recruitment activity a copy of the University's Hazing Policy. Copies may be obtained from the Office of Student Life and Leadership.

Violations of new member guidelines will result in disciplinary action including, but not limited to, probation, suspension, revocation of charter, and individual expulsion. Visitors will also be reported to local authorities.

## **MEMBERSHIP INTAKE PROCEDURES FOR NATIONAL PAN-HELLENIC ORGANIZATIONS**

### **Article I**

**Section 1.** Student organizations conducting membership programs are bound by all University policies and procedures. University policies supersede policies set forth by national headquarters or sponsoring entities for all organizations. An exception may be made in circumstances in which the national or sponsoring entity's policies are more stringent than, but do not conflict with, SCSU policies.

**Section 2.** Organizations may not conduct more than one membership/intake program per academic year. All organizations that desire to have new member intake activities, must submit a "Membership Intake Request Form," which is on file with the Office of Student Life & Leadership. This form includes a description of the anticipated "membership/intake activities," the proposed duration of the intake period as well as hourly limits per day of such activities. (NPHC Greek Organizations can only conduct Membership Intake Practices during the spring semester.)

**Section 3.** To become a member of a fraternity or sorority, a student must be enrolled full-time at South Carolina State University; have completed 30 hours at South Carolina State University (excluding remedial and developmental hours); and he/she must have a cumulative grade point average of 2.50 (excluding remedial and developmental hours).

**Section 4.** Student organizations performing membership programs must submit for approval the "Organization Membership Intake Anti-Hazing Compliance Form" to the Office of Student Life & Leadership along with a "Membership/Intake Bill of Rights/Statement." This Statement shall include a description of the expectations of students entering the program by the organization and a guarantee against hazing, physical abuse, brutality of a physical or emotional nature, and interference with the academic work of the student. Further, it must be stated that refusal to submit to hazing and other prohibited activities will not jeopardize the prospective member's eligibility for membership in the organization. The statement shall be filed by the organization with the Office of Student Life & Leadership prior to the beginning of membership/intake activities.

**Section 5.** All meetings and activities of any membership/intake group must be held in the presence of an approved advisor. Any activity conducted without an advisor present is considered unofficial and will result in immediate cease and desist of all organization and membership activities until further notice.

**Section 6.** Any informational, interest meetings, meet-and-greets, etc. that begin the membership intake process must have a Student Affairs staff member scheduled to present on related topics and the Anti-Hazing Policy and to ensure attendees sign the "New Member Anti-Hazing Compliance Form." No student can be an official member of an organization unless he or she has signed and submitted the "New Member Anti-Hazing Compliance Form."

**Section 7.** The Membership/Intake process shall only be held from February 1<sup>st</sup> - March 31<sup>st</sup> (including Neophyte Presentations). Initiation ceremonies, activation ceremonies, pinning ceremonies, officer inductions, etc., must be held in the presence of the organization's advisor(s).

**Section 8.** Student organizations are responsible and accountable to the University for the actions of its membership in upholding and adhering to University regulations governing campus student organizations. All activities of prospective members shall be carried on in such a manner so as not to interfere with the academic work of the student. These activities must not include hazing and brutality of a physical or emotional nature. No organization, member, aspirant, or advisor shall conduct or condone hazing activities. Permission or approval by a person being hazed does not abrogate this mandate.

**Section 9.** Some examples of activities that constitute hazing and are prohibited: a) forced consumption of alcohol, special drinks and foods; calisthenics (push-ups, running, squats, etc.) “road-trips”; paddling; dropping off candidates to find their way back; line-ups (lining up candidates and harassing them verbally); doing personal favors for members. All membership/intake activities must follow the hazing policies and other policies of the University and applicable law(s).

## **Article II**

**Section 1.** At least 30 days prior to any intake activities, the organization’s president or intake director must meet with the Coordinator of Student Activities & Greek Life, schedule a new member orientation, and submit the following:

- a. Any national or regional paperwork that needs to be signed by the Director of Student Life & Leadership or Designee.
- b. A completed “New Membership Intake Request Form” with a complete calendar of events, including a timetable of any intake activities (including education program activities) and brief descriptions, dates, times, and locations of the activities. This form must be submitted no less than 5 weeks before the implementation of the membership intake process and must be approved before the intake process can begin. No student organization shall make any requirement of any new member that is not listed in the approved activities.
- c. A completed “Organization Membership Intake Anti-Hazing Compliance Form.”
- d. The “New Member/Aspirant Anti-Hazing Compliance Forms,” which must be collected by the Student Activities staff member who presented at the interest meeting/informational/meet-and-greet. The forms must be signed by all individuals who were present.
- e. The “Organization Applicants Form,” which includes a list of all of the individuals who submitted an application for membership into the organization.
- f. The “Verification of Aspirants Form,” which includes the list of the individuals approved by the organization as aspirants for membership along with their student identification numbers. This form must be submitted no less than 72 hours before the start date of the official membership education process listed on the chapter’s intake calendar.
- g. In cases where the national intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Director of Student Life /Vice President for Student Affairs and the Coordinator of Student Activities.
- h. When new members are accepted or initiated into an organization, a roster must be submitted to the Office of Student Life & Leadership with the new members’ names and student identification numbers. If any new members are added thereafter or the membership status changes, these changes must be updated with the Office of Student Life & Leadership.
- i. Specific instructions on the various membership intake forms are located in the full New Membership Intake Policies and Procedures, and the forms are on file with the Office of Student Life and in the Greek Life Membership Intake Manual. All organizations conducting membership intake must submit all required membership intake forms, regardless whether they have a membership education program.

**Section 2.** All documents supplied to the Office of Student Life & Leadership are kept confidential. They may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendars of events, the organization president or organization member in charge of intake must notify the Coordinator of Student Activities & Greek Life in writing no less than 5 business days prior to the new event time. University policies, procedures, and timelines for reserving spaces must be followed when securing spaces for the new member events.

## EVENT POSTINGS

The publicizing of events and programs for student organizations and the student affairs division is a necessary part of ensuring the success of these activities. All postings, including fliers, hand bills, banners, graphic designs, social media announcements, news and media submissions, electronic announcements, campaign materials, and posters must be reviewed and approved (stamp-approved) by the Office of Student Life and Leadership prior to the posting and/or electronic dissemination of such materials. Publication materials should be submitted for approval at least 10 days prior to the event. Posting is prohibited on windows, doors, and elevators.

All events co-sponsored with a non-university organization must have prior approval by the Vice President for Student Affairs. The Vice President of Student Affairs must also pre-approve any event publication or material.

### GUIDELINES FOR POSTING

- General announcements for the student body by registered student organizations, academic units, or university departments should be submitted electronically to [studentlife@scsu.edu](mailto:studentlife@scsu.edu).
- Notices for campus events should not be posted to the Bulldog Connection bulletin board or distributed until an internal facility usage request form has been completed and approved.
- All announcements shall include the name of the university organization or department sponsoring the event and the event date, time, and location.
- Organizations/departments wishing to have materials posted on the Student Center Plaza kiosks should submit the request and necessary information to the Office of Student Life and Leadership.
- Requests for placement of banners should be made in advance to the Office of Student Life and Leadership.
- Under no circumstances shall any notices be placed, written, or painted upon any surface (interior or exterior), including, but not limited to, trees or shrubs, poles, signs, doors, windows, walls, trashcans, sidewalks, or other campus structures.
- The consumption of alcoholic beverages on campus or at off-campus events of student registered organizations is prohibited.

Violations of these guidelines may result in the revocation of the posting and/or the cancellation of the event.

## DISTINGUISHED GUEST SPEAKERS

In keeping with the role of the University as an intellectual environment where a variety of viewpoints can be presented for discussion, examination, and review, SC State encourages student organizations to extend invitations to distinguished speakers to appear on the campus. The University recognizes, too, that the appearance of distinguished guests to the campus may require additional measures to ensure both the protection of the speaker and the well-being and safety of university students, faculty, and staff.

The University also recognizes the rights and responsibilities of students, faculty, and staff to participate in these special events. While acknowledging the rights of assembly and free speech, the University reserves the right to control the environment by time, manner, and place restrictions in order to provide for the well-being of all persons.

The University makes clear to the academic and larger community that the appearance of any speakers on the campus of SC State does not imply the endorsement or approval by the University of the views expressed by the speaker or the sponsoring organization.

## PROCEDURES FOR INVITING DISTINGUISHED GUESTS

Invitations to guest speakers shall not be offered prior to receiving approval and authority from the Vice President for Student Affairs. As soon as possible prior to extending a formal invitation to a distinguished guest speaker, but no later than two weeks prior to the proposed event, groups must submit a completed Facility Usage Request Form to the Office of Student Life and Leadership or appropriate designee to request university space for the proposed event. As an attachment to the Facility Usage Request Form, the group should provide written notification of its intent to extend an invitation to a distinguished guest speaker. The written notification must include:

1. The name of the sponsoring organization and the name of the speaker to be invited;
2. The proposed topic of the lecture, speech, or address; and
3. A brief biographical sketch of the proposed speaker.

Approval of the request may be denied if it is determined that the speaker's appearance poses a potential threat for unlawfulness or will not be in the best interest of the University. Decisions of the Director of Student Life and Leadership may be appealed to the Vice President for Student Affairs.

## FACILITY USAGE REQUESTS

The facilities of SC State are designed primarily to support the academics, activities, and meetings of the students, faculty, and staff of SC State. Priority for use of university facilities is given in the following order:

1. University Academic Departments
2. Activities sponsored by university departments and student organizations
3. Non-university sponsored events

Click this link to access the University's facility system: [http://www.scsu.edu/cfm\\_pages/facilityRequest/](http://www.scsu.edu/cfm_pages/facilityRequest/).

Reservations for the use of facilities by student groups (departments and registered student organizations) must be completed online by the organization's advisor only. Prior to a facility usage request, an Event Proposal must be submitted and approved by the Office of Student Life and Leadership or its designee <http://www.scsu.edu/files/SLLeventproposal.pdf>. **The request should also include setup requirements and any other special arrangements.**

Student organizations may not reserve space for any events in the next academic year until registration as a recognized student organization has been certified by the Office of Student Life and leadership. Student organizations may not reserve space for any times declared as official university examination periods.

Failure to notify the Director of Student Life and Leadership and Facilities Department of a cancellation or change in event plans may result in the loss of facility usage privileges and/or charges to the department/organization.

The University reserves the right to deny use of facilities for a group or event if it is programmatically or operationally infeasible to accommodate or if the group or event is in conflict with the University's mission, policies, or regulations.

## FUNDRAISERS

A fundraiser is defined as any activity, event, project, or program conducted by an organization that involves solicitation of funds from persons other than its members. These guidelines have been established to ensure that student organization fundraising activities are conducted in accordance with university policy and applicable law(s).

Only registered student organizations shall be permitted to hold fundraising activities. Each registered student organization is permitted to conduct two (2) approved fundraisers during each academic semester. Summer sessions are excluded.

To begin the process, a completed Request for Fundraiser Form must be submitted to the Office of Student Life and Leadership at least two (2) weeks prior to the proposed activity, signed by both the president and advisor of the organization. Forms can be obtained in the Office of Student Life and Leadership. Fundraising activities are approved during a specified period of time only. Organizations should not begin any solicitation of funds until written approval of the fundraising request has been received.

No door-to-door solicitation shall be permitted in any university building including, but not limited to, residence halls. Off-campus dances and/or parties as fundraisers are not permitted. Organizations that wish to set up tables to solicit may do so only in the following designated areas, upon approval of the Office of Student Life and Leadership:

- TV Lounge and/or Plaza of K. W. Green Student Center
- Lobby of Crawford-Zimmerman Service Complex
- Designated areas of Cafeterias

Facility usage forms and fundraising request forms must be approved prior to setting up a table for solicitation.

Approval/denial of the organization's fundraising request will be provided in writing and signed by both the Coordinator for Student Activities and the Director of Student Life. Once approved, the organization can proceed with its plans. Requests can be resubmitted once the identified reasons are addressed.

Organizations wishing to host fundraising events for non-SCSU student guests to attend must utilize the guest registration system with the Office of Student Life and Leadership. Organizations are required to maintain records of receipts and expenditures for a period of three years and shall make such records available upon request by the appropriate university official. Any changes to the approved fundraising request should be cleared by the Office of Student Life and Leadership.

## TRAVEL

Students who refuse to complete a required waiver and release form for travel with a University department or organization shall be excluded from the event or activity. Signed forms shall be retained in the Office of the Vice President for Student Affairs and in the office of the area responsible for the travel. For example, the Athletics Department will also retain release forms for its student-athletes, and the Director of Bands Office will also retain release forms for its band members. Waiver and release forms shall remain on file with the respective offices for seven (7) years from the date of travel. Students required to report to other locations as a requirement of a course **are not required** to sign a waiver agreement form.

Students traveling on approved trips may receive funds for meal money or reimbursement in accordance with University protocol and state regulations. Sponsoring departments should consult with the Finance

Division at least 30 days in advance of travel. Sponsoring departments should also complete the Off-Campus Student Activity Report for Insurance Coverage  
<http://www.scsu.edu/files/OffCampusActivityReport.pdf>.

## **INTERCOLLEGIATE ATHELETICS**

The University is a charter member of the Mid-Eastern Athletic Conference (MEAC) and sponsors a comprehensive intercollegiate athletic program for both men and women.

Male athletes participate in six (6) varsity sports on the National Collegiate Athletic Association (NCAA) Division I level with football competing on the Division I-FCS (Football Championship Subdivision) level, while females compete in eight (8) sports, all on the Division I level.

Varsity sports for men include football, basketball, indoor/outdoor track and field, cross-country, and tennis. Women compete on the varsity level in basketball, cross country, tennis, volleyball, indoor/outdoor track and field, softball, and soccer.

Students are encouraged to attend athletic sporting events and may refer to the activities calendar for times and dates of athletic competitions. All on-campus athletic events are open to students at no charge. For more information, call (803) 536-8579.

SC State University charges admission for football, women's basketball, and men's basketball. All other sporting events are free of charge and open to the public. Currently enrolled full-time SC State students only need to present the school I.D. for Football and Basketball admission.

## **BULLDOG ONE CARD**

The Bulldog One Card is a declining balance program for SC State students, similar to the use of a regular credit card. The difference is that money is deposited on the account prior to any expenditure. All transactions are instantly recorded, and the remaining balance of the account is displayed on the receipt at the point of sale. To make a purchase at any of the accepting locations, simply present your SC State Bulldog One Card to the cashier. Participating locations are: The Walnut Room (faculty and staff only), athletic events (full-time students only), library services, SC State campus bookstore/Follett Books, The Pitt, and Washington Dining Hall. For more information on One Card, contact the One Card Office located in Crawford-Zimmerman Complex Room 219, or call (803) 516-4868 or (803) 533-3715.

## **DINING SERVICES**

Food Services offers students twenty-one wholesome meals each week in the dining facility, J.I. Washington Dining Hall.

All students living in university residence halls are required to pay for the University's meal plan. Commuter students may purchase meals on an individual basis. Fees are posted in the cafeteria. Regular dining hours are:

**J. Irwin Washington Dining Hall**

Breakfast:

Monday - Friday: 7:00 a.m. - 9:30 a.m.

Weekend Continental Breakfast:

Saturday - Sunday: 9:00 a.m. - 10:00 a.m.

Brunch:

Saturday - Sunday: 10:00 a.m. - 2:00 p.m.

Lunch:

Monday - Friday: 11:00 a.m. - 2:30 p.m.

Dinner:

Monday - Friday: 4:30 p.m. - 8:00 p.m.

Saturday - Sunday: 5:00 p.m. - 7:00 p.m.

**Jazzman's Café & Bakery**

Monday - Friday: 8:00 a.m. - 2:00 p.m.

Saturday - Sunday: Closed

**The Pitt**

WOW Cafe, Mein Bowl, and Sub Connection:

Monday - Thursday: 11:00 a.m. - 9:00 p.m.

Friday: 11:00 a.m. - 2:00 p.m.

Saturday - Sunday: Closed

## **CATERING SERVICES**

Food Services also offers catering services to recognized university entities (registered student organizations and departments). For additional information about Food Services, call (803) 536-8467.

## **WSSB-FM RADIO STATION**

SC State owns and operates WSSB 90.3 FM. This radio station allows for the presentation of enrichment programs of an academic, cultural, artistic, and informational nature.

As a public broadcasting medium, the station provides timely information and events to the Orangeburg, Calhoun, and Bamberg counties through interviews and public service announcements. WSSB 90.3 FM, with 80,000 watts, is the most powerful non-commercial college radio station in the state and welcomes comments and suggestions from its listeners in order that their needs might be served. For more information, call (803) 536-8196.

## **SC STATE BOOKSTORE**

The SC State Bookstore is located on the first floor of the Crawford-Zimmerman Service complex. The bookstore is your on-campus provider for textbooks, general reference books, supplies, SC State paraphernalia, as well as convenience items.

You can avoid the wait by ordering books, supplies, and merchandise on-line at <https://www.bkstr.com/southcarolinastatestore/home/en>. You can pay for items and have them shipped or you can pick them up in the bookstore. Normal business hours are Monday – Friday from 9:00AM – 5:00PM. The bookstore is open some Saturdays as well as during special events during the school year. The Bookstore is closed on Sundays. Any additional information can be obtained by calling (803) 536-7095 or emailing at: [0035mgr@fhcg.follett.com](mailto:0035mgr@fhcg.follett.com).



# **STUDENT RIGHTS & RESPONSIBILITIES**



# THE STATEITE CREED



As a member of the community of scholars at SC State, I obligate myself to the pursuit of academic excellence, model citizenship, and cultural and social inclusiveness.

As a Stateite . . .

I will assume personal responsibility for my intellectual, cultural, and social growth.

I will practice academic integrity.

I will value the individualism and the dignity of all people.

I will respect the rights and property of others.

I will work for the common good/ of SC State in both my speech and actions.

As a SC State Scholar, I affirm and embrace the above principles and ideals.